

INVITES APPLICATIONS FOR THE POSITION OF

Program Specialist Heritage and Cultural Arts

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, January 15, 2016 @ 5:00 PM

SALARY

\$25.00 - \$40.00 per hour

THE POSITION

The City's Parks and Community Services Department is looking for a detail-oriented, personable, self-starter to serve as a Program Specialist within the Heritage and Cultural Arts program areas. This position supports the Heritage & Cultural Arts Supervisor with operations, rentals and special events and cultural arts contract classes and camps. Typical duties include: coordinating complex rentals, including weddings and funerals; coordinating routine facility maintenance; entering class information into CLASS scheduling; running reports; training facility attendants; and provide back-up support to facility attendant staff on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Under supervision, assists with planning, coordinating and implementing programs and projects within an assigned area.
- Provide assistance in the analysis, implementation and monitoring of City programs.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.
- Compile materials and assist in the preparation of reports, manuals, publications and miscellaneous public information literature.
- Oversee part-time recreation staff as assigned, and review the activities of volunteers.
- Assist with administrative tasks including the maintenance of records, files and other data.
- Participates in assessing supplies needed for programs and requisition additional supplies as needed.
- Assists in the assurance that City activities start and finish in the prescribed manner and time frames.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

QUALIFICATIONS

Training and Experience:

1. Education: Course work equivalent to an Associate's Arts or Science Degree (A. A. or A. S.) from an accredited college or university with major course work in an area of study relevant to the assigned program area.
2. Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

Knowledge Of:

- Techniques and methods related to the coordination of the assigned program or project.
- Basic budgeting techniques.
- Pertinent local, State and Federal laws, ordinances and rules.
- English language usage, spelling, punctuation, and grammar.
- Principles and practices of record keeping.
- Principles and practices of standard safety precautions.
- Methods of program planning and evaluation.
- Operational characteristics of the assigned Parks and Community Services program or project.
- English usage, vocabulary, spelling and punctuation.
- Customer service techniques.

Ability To:

- Assist with planning, coordinating and implementing programs and projects.
- Communicate in an effective manner, both orally and in writing.
- Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Attend day, evening, and weekend meetings and events.
- Problem-solve conflicts and disputes.
- Analyze, interpret and explain program policies and procedures.
- Prepare written reports, newsletters, flyers and other written materials.
- Exercise good judgment, tact and courtesy.

Licenses, Certificates and Special Requirements:

1. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
2. Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
3. Current certification in First Aid and CPR is preferred.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; perform simple grasping and fine manipulation; and lift or carry weight of 50 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

SUPPLEMENTAL QUESTIONS

In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

Question 1

The Program Assistant is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from week to week. Please indicate your availability below:

WEEKENDS:

8:00 AM – 3:00 PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM – 12:00 Midnight

WEEKDAYS:

8:00 AM – 3:00PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM - 10:00 PM

Question 2

Please describe your work or volunteer experience in the recreation field. Include any work you may have done assisting with classes or camps, rentals or special events.

Question 3

How does this job fit your career goals?

Question 4

Please describe your level of experience with standard business software and applications (i.e. MS Office products) and/or any specialized software used for scheduling (When2Work, CLASS recreation software, etc.).